

# Federal Advisory Committee (FAC) Membership Balance Plan

Please read the [Federal Advisory Committee Membership Balance Plan Guidance](#) prior to completing this form

<b>NATIONAL ENDOWMENT FOR THE HUMANITIES</b>
<b>(1) FEDERAL ADVISORY COMMITTEE NAME</b> <i>State the legal name of the FAC</i>
Humanities Panel
<b>(2) AUTHORITY</b> <i>Identify the authority for establishing the FAC</i>
20 U.S.C. 959(a)(4) of the National Foundation on the Arts and Humanities Act of 1965, as amended.
<b>(3) MISSION/FUNCTION</b> <i>Describe the mission/function of the FAC</i>
The committee's objective and scope include the following: 1) advising the NEH Chairperson and the National Council on the Humanities on NEH policies, programs, and procedures as requested; and 2) making recommendations on applications submitted to NEH for financial support.
<b>(4) POINTS OF VIEW</b> <i>Based on understanding the purpose of the FAC,</i> <i>(a) describe the process that will be used to ensure the committee is balanced, and identify the categories (e.g. individual expertise or represented interests) from which candidates will be considered;</i> <i>(b) consider identifying an anticipated relative distribution of candidates across the categories; and</i> <i>(c) explain how a determination was made to appoint any individuals as Special Government Employees or Representative members</i>
To ensure that NEH reviews all applications under the highest standards of excellence in the humanities, the agency selects Humanities Panel members on the basis of their subject matter expertise in a humanities discipline or on the basis of their experience in a humanities institution, or both. Specifically, panelists are selected from a broad range of humanities disciplines (including languages, literature, history, jurisprudence, philosophy, archaeology, comparative religion, ethics, and the history, criticism, and theory of the arts). Panelists also are selected from a wide range of humanities institutions (including colleges, universities, archives, libraries, museums and historical societies). To the extent practicable, NEH strives to form panels reflecting wide ethnic, racial, gender, and age representation. The committee is composed of private citizens who are designated as Representative members.
<b>(5) OTHER BALANCE FACTORS</b> <i>List any other factors your agency identifies as important in achieving a balanced FAC</i>
Additional considerations include equitable geographic representation of panelists and inclusion of panelists whose location, type of institution, or status of institution may be underrepresented in humanities funding. The agency also considers an individual's previous NEH experience (i.e. whether he/she previously served as an NEH evaluator or award-receipient, or is new to NEH panel service). In addition, NEH considers whether there will be more than one person serving on a panel from the same institution, as well as frequency of service and consecutive service.

**(6) CANDIDATE IDENTIFICATION PROCESS**

*Summarize the process intended to be used to identify candidates for the FAC, key resources expected to be tapped to identify candidates and the key persons (by position, not name) who will evaluate FAC balance. The summary should:*

- (a) describe the process*
- (b) identify the agency key staff involved (by position, not name)*
- (c) briefly describe how FAC vacancies, if any, will be handled by the agency; and*
- (d) state the membership term limit of FAC members, if applicable*

**Staff in the NEH program offices and divisions identify potential panelists through conferences, workshops, symposia, and site visits; referrals from other panelists; and NEH's Panelist/Review Information System (PRISM), a database of individuals interested in serving as agency panelists. Staff also use the agency's Grant Management System (GMS) database and the NEH funded projects database, which is available on the agency website. Once a list of potential panelists is identified, NEH Program Officers, in consultation with Office/Division Directors, select the best qualified candidates. Panels generally consist of five members, and most panels require one day service.**

**(7) SUBCOMMITTEE BALANCE**

*Subcommittees subject to FACA\* should either state that the process for determining FAC member balance on subcommittees is the same as the process for the parent FAC, or describe how it is different*

*\*This is relevant to those agencies that require their subcommittees to follow all FACA requirements.*

**The process used to determine advisory committee membership balance for the parent Federal Advisory Committee will be used for any subcommittees that may be created.**

**(8) OTHER**

*Provide any additional information that supports the balance of the FAC*

**N/A**

**(9) DATE PREPARED/UPDATED**

*Insert the actual date the Membership Balance Plan was initially prepared, along with the date(s) the Plan is updated*

**This Membership Balance Plan was prepared on December 21, 2011 and updated on November 4, 2013.**